



IOWA CHILD ADVOCACY BOARD

advocating for abused and neglected children in Iowa

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CASA and ICFCRB Programs
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CAB Information Memorandum **FCRB Program #2: Policy & Procedural Updates (Board Members)**

Date Issued: June 1, 2016

The FCRB Program P&P Manual and resources for Board Members have been updated on ICAB's website. The newest updates are identified in red in the manual for your review and are noted in this information memorandum with item section references.

Please review the changes and sign the staff acknowledgment page. Return it to your local coordinator within 15 calendar days of receiving this material or reply to the coordinator's email acknowledging receipt.

Item	Update or Clarification FCRB Policies and Procedures	Reason for Policy change or addition
Section 1.c.1. Page 4	Updated job description for Deputy Program Administrator. Removed Program and Management Specialist description.	Program and Management Specialist position no longer exists; responsibilities were absorbed by Deputy Program Administrator position.
Section 5.a.1. Page 9	The term of local board member's was changed from two to three years. Tenure of individual appointments shall be fixed so that no more than one-third of the membership's terms expire in a given year.	Term was changed based on feedback by coordinators and newer FCRB members that two years is not long enough to become acclimated to the process and be a contributing member, especially for boards that only meet six times per year.
Sections 5.c.4 and 5.c.5 Member Retention and Recognition Page 10	Added clarification of a local board member evaluation process to be developed by the administrator. See policy for details. Added that a local board member may serve continuous successive terms when selected and approved in accordance with selection process outlined in Iowa Administrative Code.	This policy was added to meet Iowa Administrative Code 489.3.2 -3.2(5) Membership.
Section 6.b.2.e. Conduct of the Review Page 12	Clarifies that confidentiality agreements are to be signed by any person who attends a review that was not invited who is of majority age and not a party to the case. Minor siblings are not required to sign agreements.	Clarification was requested regarding minor sibling attendance/participation in a local review that they are not the subject of.

Item	Update or Clarification FCRB Policies and Procedures	Reason for Policy change or addition
Section 7.a.3. Case record management Page 19	Added language that board member/facilitators need to <i>make concerted efforts</i> to protect the confidentiality of records in their possession by having them double-locked.	ICAB does not have resources to be able to provide locked units for all members who need one. Concerted efforts should be made to meet this policy.
Section 7.b.3.a. Confidentiality of FCRB records and data Page 18	Added clarification of interested parties outlined in Iowa Administrative Code who are required to receive notification of a foster care review board meeting.	This policy was updated to align with Iowa Administrative Code
Section 8 Page 21	<i>New!</i> Added State Liability Iowa Code sections	Policy information was added at the request of local board members to be knowledgeable of volunteer protection while serving in the volunteer role.
Updated Resources	<p>Resource 2. LQ Worksheet – replaced with 2016 version that members will have received as in-service training in May and/or June.</p> <p>Resource 3. LQ Outline for Review is updated from the 2015 FCRB pre-service training curriculum.</p> <p>Resource 4. Barriers to Permanency Worksheet – replaced with 2016 version that members should have received as in-service training in May and/or June.</p> <p>Resource 5. Chair & Co-Chair Responsibilities updated.</p>	Explanation of the resources is provided with the individual resources in the preceding column.

Policy & Procedure Committee Members: Shirley Hoefer (Committee Chair), Melissa Loehr, Kerry Brennan, Nancy Manion, Ann Empen, Cindy Goellnitz, Melissa Sewell